

**CITY OF BELMONT
VEHICLE SPECIFICATIONS**

**2016 MODEL YEAR
FORD TRANSIT CONNECT XL VAN**

1. The City of Belmont is requesting a firm price quotation for one (1) 2016 model year Ford Transit Connect XL Van, LWB, 2.5L I-4 gasoline engine with 6-speed automatic transmission.
2. It is the intent of this specification to describe a truck used for construction inspection duties in the Public Works Department.
3. It is intended that the manufacturer in the selection of components will use materials and design practices that are best available in the industry for these types of operational conditions to which this equipment will be subjected. Engine, transmission, differential, suspension, wheels, tires, and all other equipment shall be heavy duty, selected to give maximum performance, service life, and safety; not just meet the minimum requirements of this specification.
4. The term "heavy duty" as used in these specifications shall mean that the item to which the term is applied shall exceed when deemed applicable, the usual quantity, quality, or capacity with standard production equipment.
5. Failure to read, examine and understand this specification will not excuse any failure to comply with the requirements of this specification or any resulting contracts, nor shall such failure be a basis for claiming additional compensation. If bidder suspects an error, omission or discrepancy in this specification, bidder must immediately and in any case not later than five (5) business days in advance of the bid due date notify the contact person listed in the vehicle specifications. The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.
6. Bid forms received after the designated time will not be accepted. The bidder assumes all responsibility for having the bid delivered on time at the place specified. All bids received after the date and time specified shall not be opened nor considered. No bidder may withdraw its bid for a period of thirty (30) days after the date set for the opening of bids. The City reserves the right to reject any or all bids, and to waive any irregularities in the bids.

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7. Bids will be reviewed by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.
8. **CRITERIA FOR EVALUATION AND AWARD.** The city evaluates three categories of information: responsiveness, responsibility, and price. All bids, regardless of the type of solicitation, must meet the following responsiveness and responsibility criteria.
 - A. Responsiveness. The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid, which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.
 - B. Responsibility. The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bid, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidders record of performance and integrity, has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability in the perceived ability to perform completely as specified. A Bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. The City reserves the right to inspect and review Bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in a rejection.
 - C. Price. We will then evaluate the bids that have met the requirements above.
9. Clarification of any item in this specification may be obtained from Rico Acquisti, Senior Mechanic at (650) 595-7466.
10. **BIDDER QUALIFICATIONS.** All bidders must be licensed to sell and deliver vehicles in the state of California.
11. Failure on the part of the bidder to comply with requirements and conditions of this invitation for bid and this specification may subject his/her bid to rejection. No exceptions to or deviations from this specification will be considered unless each exception or deviation is specifically stated by the bidder as an exception with a detailed statement completely defining the exception(s). The burden of proof of compliance with this specification is the responsibility of the bidder.

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12. The vehicle shall be a new (unused) 2016 model year. Priority will be given to a vehicle that is in stock, available for immediate delivery and equipped per these specifications. The vehicle shall be supplied with all equipment and accessories indicated as standard equipment in the manufacturer's published literature. Optional equipment as necessary to meet the following specifications shall also be installed.
13. **QUALITY ASSURANCE PROVISION.** If the manufacturer and/or dealer requests a City of Belmont employee inspect the vehicle outside the local area, all costs associated with the travel will be borne by the manufacturer and/or dealer.
14. **WARRANTY.** The vehicle purchased to these specifications shall have a minimum three (3) year/36,000 mile bumper-to-bumper warranty including towing for all warranty covered breakdowns and a five (5) year/60,000 mile powertrain warranty.

A copy of the manufacturer's warranty policy and procedures manual shall be provided to the City of Belmont upon delivery.

The dealership must complete and submit all delayed warranty information to the Ford Motor Company. A copy of the delayed warranty start date form must accompany the vehicle upon delivery.

15. **EXTENDED WARRANTY.** Include the cost of a Ford Motor Company Base CARE eight (8) year/36,000 mile extended service plan with a \$100 dollar deductible. Include a copy of the Base CARE literature with your bid submittals.
16. **TITLE AND REGISTRATION.** The dealer is responsible for registering the vehicle with the DMV. The vehicle will require a California "Exempt" license plate. The City of Belmont is exempt from DMV fees.

Vehicle title:

**City of Belmont
One Twin Pines Lane, Suite 385
Belmont, CA 94002.**

17. **GUARANTEE.** The manufacturer/dealer delivering the vehicle against this specification shall guarantee that the vehicle meets the minimum requirements set forth herein. If it is found that the vehicle delivered did not meet the minimum requirements of the specification, the City of Belmont shall have the right to require correction or replacement of the vehicle.

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18. **DELIVERY.** Prior to delivery, the vehicle shall be serviced and inspected by the dealer. The dealer shall be responsible for delivery of the vehicle in a complete and ready-for-use condition with all components tested, properly functioning, lubricated, and serviced. All fluids shall be filled to the manufacturer's recommended capacity and the fuel tank at least ½ full when it arrives at the delivery destination. The vehicle shall be clean and free from defects when delivered.

Delivery shall be between the hours of 7:00 a.m. and 4:00 p.m., Monday through Thursday (excluding holidays), to the Fleet Management Division, 110 Sem Lane, Belmont, California 94002. The dealer shall contact the Fleet Management Division at (650) 595-7466 to schedule a time to deliver the vehicle.

The dealer shall be responsible for ensuring the delivery performance of all Sub Contractors.

All risks of transportation and related charges shall be the responsibility of the dealer. All claims for visible or concealed damage shall be filed by the dealer. Fleet Management will notify the dealer promptly of any damage goods and assist the dealer in arranging for inspection.

Delivery period (after receipt of order): _____ days.

19. **ACCEPTANCE.** The vehicle will be subject to a complete inspection by the Fleet Management Division **prior** to acceptance. Inspection criteria shall include, but not be limited to, conformity to specification, mechanical integrity, quality, workmanship, and materials. Three (3) business days shall be allowed for this process. If a problem or discrepancy is found, the dealer shall retrieve the vehicle within two (2) business days of notification for correction/repairs and redeliver said vehicle as soon as the repairs are complete.

The dealer shall retain title and control of all goods until they are delivered and acceptance has been made. A final invoice will not be signed until Fleet Management has inspected and accepted the vehicle.

20. **MANUALS.** One (1) each factory service manual covering all powertrain, drivetrain, powertrain control, emissions diagnosis, body and chassis components of the vehicle purchased shall be included with the vehicle at the time of delivery.

One (1) each factory electrical/wiring diagram manual covering the vehicle purchased in detail shall also be included with the vehicle at the time of delivery.

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If in the event these manuals are not available at vehicle delivery time, a due-bill must be included with the vehicle invoice.

21. SPECIFIC REQUIREMENTS

- Ford Transit Connect LWB XL Van (100A)
- 2.5L Duratec I-4 engine
- 6-speed SelectShift automatic transmission
- Swing out rear cargo doors (S7E)
- Fixed rear door glass (55A)
- Power adjust, heated exterior mirrors with manual fold (545)
- AM/FM receiver with single CD and rear view camera (58U)
- Reverse sensing system (76R)
- 50 state emissions system (425)
- Rear cargo area light, LED (76D)
- Key fobs, 2 additional (87R)
- Rear window defroster (43D)
- Privacy glass upgrade (924)
- Exterior paint: Frozen White (Z2)
- Pewter vinyl front bucket seats (EK)

22. EXCEPTIONS (must check one)

_____ No exceptions

_____ Exceptions taken (describe-attach additional pages)

23. ADDITIONAL MATERIALS SUBMITTED (mark one)

_____ No additional materials have been included with this bid

_____ Additional materials attached (describe-attach additional pages)

24. PRICING

All standard features, all options listed in these specifications, all discounts, all delivery and destination charges, **sales tax** and all other applicable fees and taxes shall be included in your bid price.

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The base bid shall include the vehicle equipped as described in section 21 “Specific Requirement”, and the Extended Warranty described in section 15. The alternate bid shall only include the specified deleted items.

For each alternate bid item identified on the bid spreadsheet, the bidder shall set forth an alternate item deduction amount. For the purpose of determining the “Lowest Monetary Bidder,” the City shall evaluate the “Total Bid Amount” (base bid) in accordance with the criteria described in section 8, without considering any alternate bid items. However, if the City determines that there is insufficient funding available for the base bid price, the City may remove alternate items, and award based on the base bid less the identified alternate items.

Pursuant to all the vehicle specifications enumerated and described in this solicitation, we agree to furnish one (1) 2016 Ford Transit Connect LWB XL Van to the City of Belmont at the price stated in this specification.

Description	Qty	Unit Cost (includes all taxes/fees)
2016 Ford Transit Connect LWB XL Van [Base Bid]	1	\$
Delete Ford Motor Company Base CARE eight (8) year/36,000 mile extended service plan with a \$100 dollar deductible [Alternate Bid]	1	\$ - []

Payment terms (not less than net 30 days): _____

I certify that this quote meets all specifications provided for this vehicle by the City of Belmont. I have read and initialed each page of the bid specification.

Authorized Signature

Date

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